



MISSOURI DEPARTMENT OF REVENUE  
DIVISION OF TAXATION AND COLLECTION  
P.O. BOX 811  
JEFFERSON CITY, MISSOURI 65105-0811  
**CIGARETTE DECAL PURCHASE ORDER FORM**

FORM  
**4405**  
(REV. 11-2004)

**DOR USE ONLY**

DLN NUMBER \_\_\_\_\_

INVOICE DATE \_\_\_\_\_

PAYMENT DUE ON  
CREDIT PURCHASES \$ \_\_\_\_\_

WHOLESALER \_\_\_\_\_ LICENSE NUMBER \_\_\_\_\_ TELEPHONE NO. \_\_\_\_\_  
( )

STREET \_\_\_\_\_ CITY, STATE, ZIP CODE \_\_\_\_\_

SHIPPING METHOD (OTHER THAN UPS – WHOLESALER MUST PAY) – LIST SHIPPING AND ACCOUNT NUMBER TO BE USED  
☐ NEXT DAY AIR ☐ FEDERAL EXPRESS ☐ OTHER ACCOUNT NUMBER \_\_\_\_\_ PAYMENT TERMS  
☐ CASH ☐ CREDIT

DECAL DESCRIPTION	COLUMN A MISSOURI STATE COST LESS APPLICABLE DISCOUNT*	COLUMN B JACKSON COUNTY COST LESS APPLICABLE DISCOUNT*	COLUMN C ST. LOUIS COUNTY COST (NO DISCOUNT ALLOWED)	COLUMN D NUMBER OF ROLLS ORDERED— MUST BE FULL ROLLS	COLUMN E STATE COST FOR DECALS (COLUMN A TIMES NUMBER OF ROLLS IN COLUMN D)	COLUMN F JACKSON COUNTY COST FOR DECALS (COLUMN B TIMES NUMBER OF ROLLS IN COLUMN D)	COLUMN G ST. LOUIS COUNTY COST FOR DECALS (COLUMN C TIMES NUMBER OF ROLLS IN COLUMN D)
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**20 PACKS OF CIGARETTES**

STATE STAMP – 4,000	\$ 659.60				\$		
STATE STAMP – 30,000	\$4,947.00				\$		
STATE STAMP – 45,000	\$7,420.50				\$		
STATE/JACKSON COUNTY STAMP – 4,000	\$ 659.60	\$ 196.00			\$	\$	
STATE/JACKSON COUNTY STAMP – 30,000	\$4,947.00	\$1,470.00			\$	\$	
STATE/JACKSON COUNTY STAMP – 45,000	\$7,420.50	\$2,205.00			\$	\$	
STATE/ST. LOUIS COUNTY STAMP – 4,000	\$ 659.60		\$ 200.00		\$		\$
STATE/ST. LOUIS COUNTY STAMP – 30,000	\$4,947.00		\$1,500.00		\$		\$
STATE/ST. LOUIS COUNTY STAMP – 45,000	\$7,420.50		\$2,250.00		\$		\$

**25 PACKS OF CIGARETTES**

STATE STAMP – 4,000	\$ 824.50				\$		
STATE/JACKSON COUNTY STAMP – 4,000	\$ 824.50	\$ 245.00			\$	\$	
STATE/ST. LOUIS COUNTY STAMP – 4,000	\$ 824.50		\$ 250.00		\$		\$

**COLUMN TOTALS** ➔

\$	\$	\$
(COLUMN E)	(COLUMN F)	(COLUMN G)

- |  |  |
|--|--|
| 1. JACKSON COUNTY SUBTOTAL DUE (COLUMN F) . . . . \$ _____   | 7. STATE SUBTOTAL DUE (COLUMN E) . . . . . \$ _____        |
| 2. LESS CREDIT AFFIDAVITS (FROM BACK OF FORM) . . \$ _____   | 8. LESS CREDIT AFFIDAVITS (FROM BACK OF FORM) . . \$ _____ |
| 3. <b>TOTAL DUE JACKSON COUNTY</b> . . . . . \$ _____        | 9. <b>TOTAL DUE STATE</b> . . . . . \$ _____               |
| 4. SUBTOTAL DUE ST. LOUIS COUNTY (COLUMN G) . . . . \$ _____ | 10. LESS PAYMENT RECEIVED WITH PURCHASE ORDER . \$ _____   |
| 5. LESS CREDIT AFFIDAVITS (FROM BACK OF FORM) . . \$ _____   |  |
| 6. <b>TOTAL DUE ST. LOUIS COUNTY</b> . . . . . \$ _____      |  |

TOTAL AMOUNT DUE ON COUNTY DECALS \*\*  
(TOTAL OF LINES 3 AND 6 — MUST BE PAID AT TIME OF PURCHASE)

TOTAL AMOUNT DUE ON STATE DECALS\*\*  
(TOTAL FROM LINE 9 MINUS LINE 10)  
(CREDIT PURCHASES MUST BE PAID BY 15TH OF NEXT MONTH)

COUNTY CHECK NO. \_\_\_\_\_ STATE CHECK NO. \_\_\_\_\_

\*IF DISCOUNT IS DISALLOWED, COST WILL BE ADJUSTED BY ADDING 3% TO STATE COST AND 2% TO JACKSON COUNTY COST  
\*\*SEPARATE CHECKS MUST BE SUBMITTED FOR STATE AND COUNTY

SIGNATURE OF PERSON COMPLETING DECAL ORDER FORM \_\_\_\_\_ PRINT NAME \_\_\_\_\_ DATE \_\_\_\_\_

**SEND TO: CIGARETTE TAX, P.O. BOX 811, JEFFERSON CITY, MISSOURI 65105-0811.**

If you have questions or need assistance in completing this form, please call (573) 751-7163 or email [excise@dor.mo.gov](mailto:excise@dor.mo.gov).  
You may also obtain this form from the department's web site at: [www.dor.mo.gov/tax/business/tobacco/forms/](http://www.dor.mo.gov/tax/business/tobacco/forms/). TDD (800) 735-2966

INFORMATION ON PACKAGES OF 20 CIGARETTES

	ENTER NO. OF PACKAGES	STATE COST (LESS 3% DISCOUNT)	TOTAL CREDIT ALLOWED FOR STATE DECALS
STATE DECALS		TOTAL NO. OF PACKAGES TIMES \$0.1649 =	\$ (ENTER ON LINE 1 BELOW)
	ENTER NO. OF PACKAGES	JACKSON COUNTY COST (LESS 2% DISCOUNT)	TOTAL CREDIT ALLOWED FOR JACKSON COUNTY
JACKSON COUNTY		TOTAL NO. OF PACKAGES TIMES \$0.049 =	\$ (ENTER ON LINE 3 BELOW)
	ENTER NO. OF PACKAGES	ST. LOUIS COUNTY COST (NO DISCOUNT ALLOWED)	TOTAL CREDIT ALLOWED FOR ST. LOUIS COUNTY
ST. LOUIS COUNTY		TOTAL NO. OF PACKAGES TIMES \$0.05 =	\$ (ENTER ON LINE 5 BELOW)

INFORMATION ON PACKAGES OF 25 CIGARETTES

	ENTER NO. OF PACKAGES	STATE COST (LESS 3% DISCOUNT)	TOTAL CREDIT ALLOWED FOR STATE DECALS
STATE DECALS		TOTAL NO. OF PACKAGES TIMES \$0.206125 =	\$ (ENTER ON LINE 2 BELOW)
	ENTER NO. OF PACKAGES	JACKSON COUNTY COST (LESS 2% DISCOUNT)	TOTAL CREDIT ALLOWED FOR JACKSON COUNTY
JACKSON COUNTY		TOTAL NO. OF PACKAGES TIMES \$0.06125 =	\$ (ENTER ON LINE 4 BELOW)
	ENTER NO. OF PACKAGES	ST. LOUIS COUNTY COST (NO DISCOUNT ALLOWED)	TOTAL CREDIT ALLOWED FOR ST. LOUIS COUNTY
ST. LOUIS COUNTY		TOTAL NO. OF PACKAGES TIMES \$0.0625 =	\$ (ENTER ON LINE 6 BELOW)

1. STATE TOTAL FOR 20s .....	\$	5. ST. LOUIS COUNTY TOTAL FOR 20s .....	\$
2. STATE TOTAL FOR 25s .....	\$	6. ST. LOUIS COUNTY TOTAL FOR 25s .....	\$
TOTAL STATE CREDIT ALLOWED .....	\$	TOTAL ST. LOUIS COUNTY CREDIT ALLOWED \$	
	(ENTER ON PAGE 1, LINE 8)		(ENTER ON PAGE 1, LINE 5)
3. JACKSON COUNTY TOTAL FOR 20s .....	\$		
4. JACKSON COUNTY TOTAL FOR 25s .....	\$		
TOTAL JACKSON COUNTY CREDIT ALLOWED \$			
	(ENTER ON PAGE 1, LINE 2)		

FOR DEPARTMENT OF REVENUE USE ONLY

20 CIGARETTES

TYPE ORDERED	CIGARETTE DECALS ORDERED	BEGINNING SERIAL NUMBER	ENDING SERIAL NUMBER	TOTAL NUMBER OF DECALS SHIPPED
.17 DECALS	ROLLS X 4,000			
	ROLLS X 30,000			
	ROLLS X 45,000			
.22 STATE/ JACKSON CO.	ROLLS X 4,000			
	ROLLS X 30,000			
	ROLLS X 45,000			
.22 STATE/ ST. LOUIS COUNTY	ROLLS X 4,000			
	ROLLS X 30,000			
	ROLLS X 45,000			

25 CIGARETTES

TYPE ORDERED	CIGARETTE DECALS ORDERED	BEGINNING SERIAL NUMBER	ENDING SERIAL NUMBER	TOTAL NUMBER OF DECALS SHIPPED
.2125 DECALS	ROLLS X 4,000			
.275 STATE/ JACKSON CO.	ROLLS X 4,000			
.275 STATE/ ST. LOUIS COUNTY	ROLLS X 4,000			

SHIPPING CLERK	DATE SHIPPED	TRACKING NUMBER
SIGNATURE OF PERSON PICKING DECALS UP AT RECORD CENTER		DATE PICKED UP